

Application Format

Application for the post of _____

paste your recent
photograph here

1 (a) Name (in Block letters) :

(b) Correspondence Address :

(c) Permanent Address

(d) Mobile / Tel. No. :

(e) E-mail Address

(f) Father's Name :

2. Date of Birth (in Christian era) :
(in dd/mm/yyyy format)

(age as on last date of receipt of application) years..... months

3 (a) Date of entry into service :

(b) Date of retirement under
Central/ State
Government/PSU/
Autonomous Body

4. **Educational Qualifications:**

S.No.	Name of the Examination	Board/University	Year of Passing	Division/Class

5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/ Experience possessed by the officer/candidate
Essential A) Qualifications B) Experience Desirable A) Qualification B) Experience	Essential A) Qualifications B) Experience Desirable A) Qualification B) Experience

Note:

5.1 This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ office at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the	
---	--

requisite Essential Qualifications and work experience of the post	
--	--

6.1 Note: Borrowing Departments are to provide their specific comments/view confirming the relevant Essential Qualification/Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/Institution.	Post held on regular basis	From	To	*Pay Band and Grade pay/pay Scale of the post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

* **Important:** Pay Level /Pay band and grade pay granted under ACP/MACP are personal to the officer and therefore should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular

basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Level, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) &(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organisation.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) <ul style="list-style-type: none"> (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others 			

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Level in Pay Matrix	Pay Drawn	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed.

Basic Pay with Scale of pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments

<p>16 (A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) (Note: enclose a separate sheet, if the space is insufficient)</p>	
<p>16 (B) Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	

<p>17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.</p> <p># (Officers under Central/ State Governments are only eligible for “Absorption”. Candidates of non-Government Organisations are eligible only for Short Term Contract)</p> <p># (The option of ‘STC’/ ‘Absorption’/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”)</p>	
18. Whether belongs to SC/ST/ OBC	
19. Details of application fees paid	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address :

Date: _____

PART-B

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

2. Also certified that;

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____
- ii. His/ Her integrity is certified.
- iii. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

EMPLOYER'S ENDORSEMENT/NOC

This is to certify that Shri/Ms. is working as
..... in the pay-scale of Rs.
.....from to
on regular/deputation/contract basis in this Organization. The above details given by him/ her are
verified and found correct as per our records. It is further certified that no vigilance case and
departmental enquiry is either pending or contemplated against him/her. The integrity of the officer
is also certified. In case of his/her selection, he/she will be relieved and his/her lien will be retained
by this Organization.

Date:

Signature of the Employer

		of Rs. 8,000-13,500 or equivalent in the parent cadre or department.
13.	If a DPC exists what is its composition.	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.

Assistant Director (Technical)

1.	Name of Post	Assistant Director (Technical)
2.	No. of Posts	Five 1. Assistant Director (Housing)- (one post) 2. Assistant Director (Environmental Planning)- (one post) 3. Assistant Director (Transport /Traffic Engineering)- (one post) 4. Assistant Director (Sociology)- (one post) 5. Assistant Director (Economics)- (one post)
3.	Classification	Group 'A'.
4.	Scale of pay	Rs. 8000-275-13500 (Fifth CPC).
5.	Whether Selection Post or non-Selection post.	Selection posts-direct induction/promotion.
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972	Not Applicable.
7.	Age limit for direct recruits	Not exceeding 35 years.
8.	Education and other qualifications required for direct recruits.	Essential: 1. Assistant Director (Housing) B. Arch. and Masters in Planning with minimum 55 % marks with two years experience in planning, execution and monitoring of projects. Preferential: candidates with specialisation in housing will be given preference. 2. Assistant Director (Environmental Planning) M.A. Geography / BE (Civil) / B. Arch. and Masters in Planning with minimum 55 % marks with two years experience in planning, execution and monitoring of projects Preferential: candidates with specialisation in Environmental Planning will be given preference.

		<p>3. Assistant Director (Transport /Traffic Engineering) BE (Civil) and M. Tech. with minimum 55 % marks with two years experience in planning, execution and monitoring of projects relating to transport. Preferential: candidates with specialisation in Transport Engineering or Traffic Engineering will be given preference.</p> <p>4. Assistant Director (Sociology) BA (Hons.) in Economics / Sociology / History / Geography and Masters in Sociology with minimum 55 % marks with two years experience in planning, execution and monitoring of projects.</p> <p>5. Assistant Director (Economics) BA (Hons.) Economics with Masters in Economics with minimum 55 % marks. Preferential: Candidates having diploma / degree in demography will be given preference.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	<p>There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.</p> <p>Internal candidates belonging to the Project Development, Appraisal and Management team and the Demographic Assessment and Social Infrastructure team will be eligible for promotion on the planning side provided they pass the Associate in Town Planning Examination (AITPE) of the Institute of Town Planners, India.</p>
10.	Period of Probation, if any	Two years.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	Direct recruitment.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	---
13.	If a DPC exists what is its composition.	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.